

REQUEST FOR RECORDS RETENTION SCHEDULE  
To be Submitted to the Records Management Division  
Hall of Records CommissionSCHEDULE  
NO. C-216PAGE  
NO. 1.1. Requesting Agency **MONTGOMERY COUNTY  
DEPARTMENT OF POLICE PROTECTION**2. Division or Bureau of Requesting Agency  
**DETECTIVE BUREAU**

3. Authorization Requested (Check only one of the squares below).

☐ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.☒ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.☐ **C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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**1. ADMINISTRATIVE FILES**

Dates: 1953 - -  
Quantity: 4 file drawers  
Annual Accumulation: 1 file drawer  
File Arrangement: Chronological

This file is maintained at the Headquarters Office of the Detective Bureau. It contains work and leave schedules, personnel bulletins, memoranda to stations, reports of special investigations, and investigations of police applicants, general administrative orders issued by the Superintendent of Police, FBI lab findings, and other material relating to administration of the Bureau.

RECOMMENDATION: RETAIN FIVE YEARS (THREE YEARS IN OFFICE AND TWO YEARS IN COUNTY RECORDS CENTER), THEN DESTROY.

**2. CASE REPORTS**

Dates: 1942 - -  
Quantity: 50 cubic feet  
Annual Accumulation: 7 cubic feet  
File Arrangement: By station, then by case number

These files contain detailed written reports of each crime or complaint investigated by the Detective Squad at the several stations. Included are the basic report and supplemental progress reports, both open and closed. This recommendation pertains only to the copy of the reports maintained by the Detective Squads at the stations. The Headquarters copy is covered by Item 4, Schedule 214.

7. Agency, Division or Bureau Representative

*James S. McQuillan* Superintendent  
Signature Title

10/20/61  
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

11/6/1961  
Date

*Morris S. O'Neil*  
Archivist

NOV 13 1961  
Date

*Richard H. Harkins*  
Secretary

APPROVED  
HALL OF RECORDS COMMISSION

REQUEST FOR RECORDS RETENTION SCHEDULE  
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4.  
Item  
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5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation  
of Hall of Records  
and Board of Public  
Works.

2. CASE REPORTS (Continued)

*closed*  
RECOMMENDATION: RETAIN ALL OPEN AND CLOSED CASES AT STATION FOR THREE YEARS, THEN DESTROY ALL CASES EXCEPT HOUSEBREAKING, BURGLARY, FALSE PRETENSES, AND SEX. RETAIN THE LATTER CASES FOR THREE ADDITIONAL YEARS, THEN DESTROY.

3. CROSS-INDEX OF CASE HISTORIES

Dates: 1942 --  
Size: 3" x 5"  
Quantity: 75 linear feet  
Annual Accumulation: 10 linear feet  
File Arrangement: Alphabetical by name of complainant

This card file is maintained by the Detective Squad at each station. Each card contains the name and address of the complainant, the case number (by which the case reports are located), the type of crime, and the date it was reported, status of case, and the defendant's name, if known.

RECOMMENDATION: RETAIN STATION INDEXES PERMANENTLY.

WANTED PERSONS AND FUGITIVES FILE

Dates: 1950 --  
Quantity: 3 file drawers  
Annual Accumulation: Negligible  
File Arrangement: By case number

The folders in these files contain information on persons wanted by the Montgomery County Police and other jurisdictions. It is maintained at Detective Headquarters and consists primarily of correspondence pertaining to the case and action taken by the department to locate the individual rather than personal identification information. A copy of the arrest warrant is also included. A 3" x 5" card index file maintained alphabetically by name is used in association with the case numbers on this file.

RECOMMENDATION: RETAIN FIFTEEN YEARS IN OFFICE, THEN DESTROY.

5. TAXI DRIVERS FILE

Period: 1927 --  
Quantity: 2 file drawers  
Annual Accumulation: Negligible  
File Arrangement: Numerically (by assigned numbers)

Each taxi driver in Montgomery County has an individual jacket in which are his picture, fingerprint card, and personal history details. There is a 3" x 5" card cross-index, filed alphabetically, and referring by number to the jackets.

RECOMMENDATION: RETAIN PERMANENTLY.

APPROVED  
HALL OF RECORDS COMMISSION

APPROVED BY  
SECRETARY  
NOV 13 1961  
*Andrew Stead, Jr.*  
SECRETARY

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6.	<p><b><u>CRIMINAL IDENTIFICATION CARD FILE</u></b></p> <p>Size: 3" x 5" cards Period: 1927 -- Quantity: 3 card file drawers Annual Accumulation: 1/3 drawer per year File Arrangement: Alphabetical by name</p> <p>Each card contains, in addition to the individual's name, his finger-print classification number and a criminal record number which refers to a personal history jacket maintained by the Division (Item 7).</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
7.	<p><b><u>CRIMINAL IDENTIFICATION HISTORY FILE</u></b></p> <p>Period: 1927 -- Quantity: 14 file drawers Annual Accumulation: 1 file drawer File Arrangement: By criminal identification number</p> <p>This is a file composed of jackets containing pictures and personal history information on individuals with a criminal record. It is cross-indexed to the card file mentioned in Item 6 above.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
8.	<p><b><u>NICKNAME FILE</u></b></p> <p>Size: 3" x 5" cards Period: 1927 -- Quantity: 1 card file drawer Annual Accumulation: Negligible File Arrangement: Alphabetical by name</p> <p>This file contains the nicknames of criminals who are known to the County Police. The file is cross-referenced by number to the Criminal Identification History File.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
9.	<p><b><u>POLICE APPLICANT FILE</u></b></p> <p>Period: 1927 -- Quantity: 4 file drawers Annual Accumulation: Negligible File Arrangement: Numerically by applicant number</p> <p>Contained in this file is a personal history (including picture and fingerprints) of each person who has applied for a Police Officer or Desk Clerk's position with the Department. The file includes only</p>	<div data-bbox="1008 1519 1570 1854"><p>APPROVED BY BOARD OF PUBLIC WORKS</p><p>NOV 13 1961</p><p><i>Andrew Steubert, Jr.</i> SECRETARY</p></div>

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9. POLICE APPLICANT FILE (Continued)

those applicants who are not hired (successful applicant's histories become a part of the service record file). There is an index to the Police Applicant file which is maintained on 3" x 5" cards file alphabetically by name of applicant, each bearing the application number.

RECOMMENDATION: RETAIN SIX YEARS, THEN DESTROY.

10. JUVENILE FILE

Size: 5" x 7" jackets  
Period: 1927 --  
Quantity: 2 file drawers  
Annual Accumulation: Negligible  
File Arrangement: By assigned number

Each juvenile arrested in Montgomery County is assigned a number and has an individual jacket containing the same personal history information as the Adult Criminal File. There is a 3" x 5" card filed alphabetically and cross-referenced by number to the Juvenile File.

RECOMMENDATION: RETAIN PERMANENTLY.

11. TRAFFIC ACCIDENT PHOTOGRAPH FILE

Period: 1927 --  
Quantity: 16 file drawers  
Annual Accumulation: 2 file drawers  
File Arrangement: By Police Station, then by number assigned to accident

Pictures of all traffic accidents in which there is a fatality, or other accidents in which a picture could be used as evidence to establish guilt or innocence are maintained in this file, together with the negatives.

RECOMMENDATION: RETAIN FOR SIX YEARS (THREE YEARS IN ACTIVE STATUS AND THREE YEARS IN THE COUNTY RECORDS CENTER), THEN DESTROY.

12. CRIME SCENE PHOTOGRAPHS

Period: 1955 --  
Quantity: 4 file drawers  
Annual Accumulation: 1/2 file drawer  
File Arrangement: By type of crime, then chronological

The contents of this file consists of photographs and negatives of crime scenes.

RECOMMENDATION: RETAIN PERMANENTLY.

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HALL OF RECORDS COMMISSION

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NOV 13 1961
<i>Andrew Steubert, Jr.</i>
SECRETARY